

CITY OF BURBANK

POLICE LIEUTENANT

DEFINITION

Under direction, to command and lead an assigned shift and/or bureau of sworn and/or civilian members of the Police Department, including planning, directing, and coordinating the activities of the shift and/or bureau; engage in community policing problem-solving; and perform related work as required.

ESSENTIAL FUNCTIONS

Performs supervisory and management law enforcement duties during an assigned shift and/or manages a specialized bureau of the department; assigns, supervises, inspects, and reviews the work of subordinates; trains, motivates, and evaluates subordinates; makes effective recommendations regarding hiring, promotions, and transfers; effectively recommends disciplinary action as needed, up to and including termination; exhibits ethical leadership by assuming responsibility and accountability for the conduct, performance, and demeanor of subordinates; ensures a harassment and discrimination free work environment within assigned workplace and the department; conducts and oversees personnel complaints, misconduct allegations, and investigations; submits reports, and makes recommendations to address organizational issues and improve the department; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures, and works with subordinates to improve service or correct deficiencies; collaborates with City departments and community leaders to evaluate the effectiveness of law enforcement resource deployment; manages expenditures within budgetary limits for assigned shift and/or bureau; makes policy recommendations; understands the needs of a culturally diverse population; responds to citizen inquiries and resolves difficult and sensitive complaints; participates in meetings in order to keep informed of the needs of the community; meets with and speaks before groups to promote public relations/educational activities for the department; maintains working contacts with other law enforcement and government agencies; conducts research, responds to emergencies, major incidents, investigations, and accidents, and when appropriate, assumes responsibility for the command and control of the incident and directs personnel as necessary; analyzes crime patterns and redeploys resources as necessary; investigates, apprehends, and arrests suspects; testifies in court; maintains working contacts with other law enforcement agencies; issues traffic citations; drives on City business.

MINIMUM REQUIREMENTS

Employment Standards:

- Knowledge of – modern police administration, supervision, and accepted personnel practices; contemporary risk management principles and mitigation strategies; basic public employee labor laws and Peace Officers' Bill of Rights; constitutional law, criminal law, and investigation principles; pertinent federal, state, and local laws, ordinances, codes, and regulations; criminal procedures and rules of evidence; current case law and its application to field investigations; crime prevention methods; traffic enforcement strategies; fundamental principles of public safety budget, personnel, and resources allocation; National Incident Management System principles and practices; contemporary principles and practices of law enforcement personnel management and supervision; policies, procedures, and protocols of the Police Department.
- Ability to – plan, supervise, and coordinate the work of sworn and civilian subordinates; ethically lead, motivate, and develop subordinates; conduct research and analysis to recommend policies and procedures governing department operations; interpret policies and procedures for appropriate application; interpret and apply laws, ordinances, and court decisions relative to law enforcement activities; analyze situations quickly and objectively, and initiate the proper course of action in a timely manner; communicate effectively both orally and in writing; establish and maintain effective working relationships with subordinates, other managers, command staff, members of other jurisdictions, and the public.

Education/Training: Graduation from an accredited college or university with an Associate's degree in criminal justice, business administration, public administration, or a related field, or two years course work from an accredited college or university with course work in criminal justice, business administration, or public administration, or related fields, and seven years of full-time paid experience as a peace officer, including at least two years as a Sergeant.

License & Certificates: A valid California Class "C" driver's license or equivalent and an Advanced P.O.S.T. Certificate at time of appointment.

SUPPLEMENTAL INFORMATION

None.